

Ball State University

Timekeeper Role, Responsibilities, and Acknowledgement for Timekeeping

Introduction

Timekeeping is a critical function, which may be performed by the individual employee, a timekeeper, a supervisor, or a combination of these individuals. The timekeeping function requires accurate and timely recording of time and attendance. Timekeeping must be done in accordance with federal and state guidelines as well as University policies.

Specifically, Indiana Code IC 35-44-2 "Perjury, False Reporting, Impersonation, and Ghost Employment" makes it a criminal and civil law offence to employ and pay an employee when the employee is not performing duties related to the operation of the employer the emphasizing the critical role of the timekeeping function.

Ball State University's official timekeeping system is Kronos Workforce Central. Kronos is used to report hours worked and time off. Every pay period, an employee's timecard should be reviewed for accuracy, any necessary edits made, and then signed off on by an employee's supervisor before being sent to payroll for processing.

Timekeeper Role, Responsibilities, and Acknowledgement

Timekeeper Role - View, Edit, and Approve access given to a non-managerial employee who is assigned the timekeeping functions for other employees in their department. A timekeeper is not required in every department; however, some larger departments may opt to enlist the help of a timekeeper. This role does not have the final sign off authorization.

- Examples include an Admin Coordinator, Office Coordinator, Specialist, Assistants, etc.

Timekeeper Responsibilities:

- Review timecards to ensure the employee's time is accurately recorded and complete
- Work with employees to resolve errors like missing punches and job corrections
- Approve the timecard by the approval deadline effectively locking the timecard from any further employee edits and notifying the employee's supervisor that you have completed your timekeeping responsibilities.
- For corrections after the payroll has processed, complete a Kronos Adjustment Form, obtain the employee and supervisor signature, and email to the Payroll department.

Timekeeper Acknowledgement:

By signing below, I hereby acknowledgement my role and responsibilities as a Timekeeper. I understand the importance of accurate timecards, the review process, timely approval and sign offs as well as the following all federal/state guideline and organizational policies. At any time, if I have a question or concern about my responsibilities, I will contact the Payroll department at 285-6714.

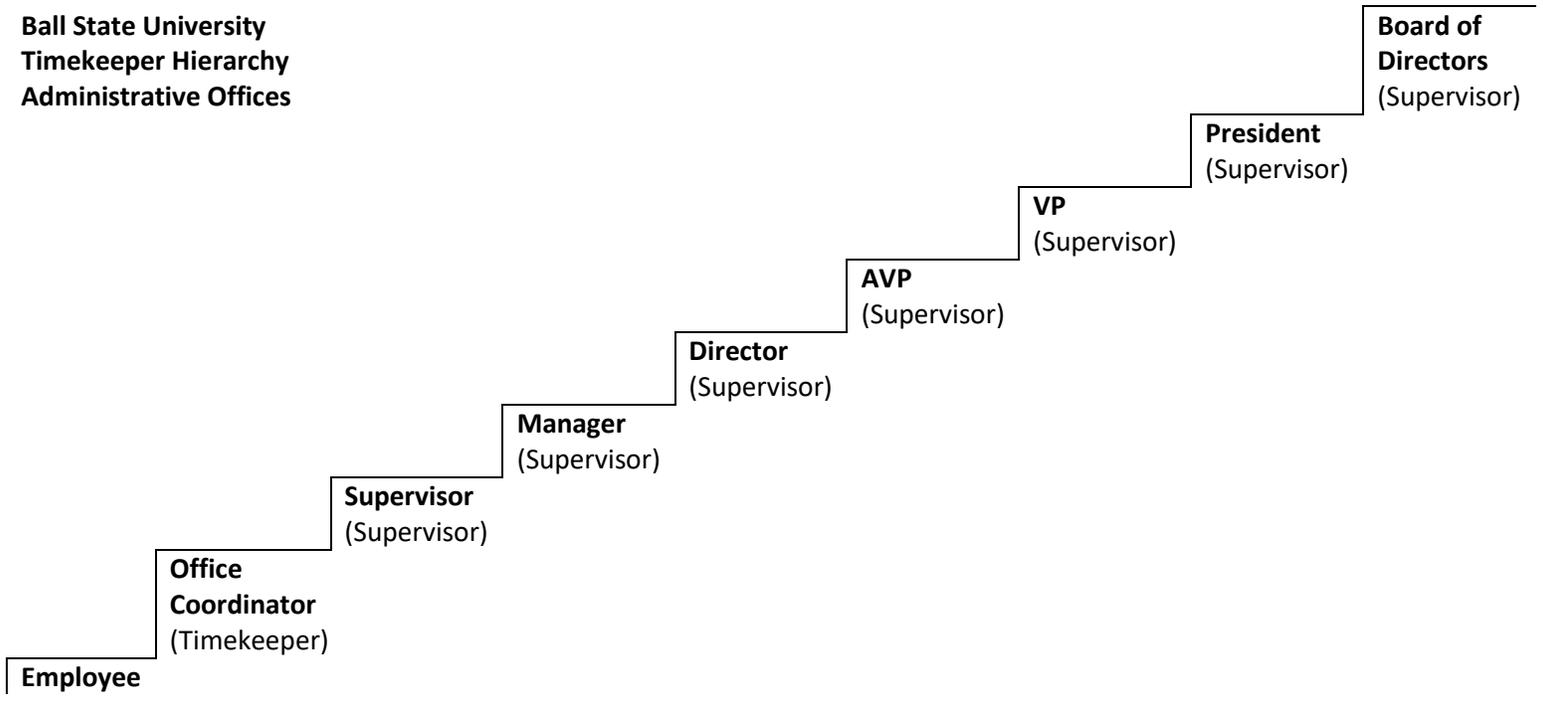
Name: _____

Date: _____

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**Ball State University
Timekeeper Hierarchy
Administrative Offices**



**Ball State University
Timekeeper Hierarchy
Academic Offices**

